

DATE SUBMITTED 09/29/21
 SUBMITTED BY Public Services
 DATE ACTION REQUIRED 10/06/21

COUNCIL ACTION ()
 PUBLIC HEARING REQUIRED ()
 RESOLUTION ()
 ORDINANCE 1ST READING ()
 ORDINANCE 2ND READING ()
 CITY CLERK'S INITIALS em

**IMPERIAL CITY COUNCIL
 AGENDA ITEM**

SUBJECT: Engineering Services Maintenance Building Design	DISCUSSION/ACTION: 1. Discuss, Approve/Disapprove the purchase of Engineering Services for Maintenance Building Design, Proposal 014921c with Webb & Associates.												
DEPARTMENT INVOLVED: Public Services													
BACKGROUND/SUMMARY: To prepare plans and specifications for a proposed Maintenance Building. The Webb team will first coordinate with the City on a facility needs assessment and siting study for the project. The study will determine the uses for the building, the basic configuration (doors, windows, roll-up doors, interior offices, restrooms, other utility needs) and confirm the best location for the proposed facility. Webb will map the area to determine any development restrictions and / or easements on the property. Webb will coordinate with IID to confirm any requirements or restrictions on the proposed project based on the existing nearby electrical facilities.													
FISCAL IMPACT: \$113, 884.00 - Webb & Associates <table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;"><u>ENGINEERING SERVICES TASK</u></th> <th style="text-align: right;"><u>TOTAL ESTIMATED SERVICES BUDGET</u></th> </tr> </thead> <tbody> <tr> <td>I. Prepare Needs Assessment and Siting Study.....</td> <td style="text-align: right;">\$ 32,037</td> </tr> <tr> <td>II. Prepare Civil Site Plan and Technical Specifications</td> <td style="text-align: right;">\$ 61,798</td> </tr> <tr> <td>III. Bid Support Services</td> <td style="text-align: right;">\$ 7,805</td> </tr> <tr> <td>IV. Project Management and Meetings.....</td> <td style="text-align: right;">\$ 12,244</td> </tr> <tr> <td>Total Fee - Engineering Services =.....</td> <td style="text-align: right;">\$ 113,884</td> </tr> </tbody> </table>	<u>ENGINEERING SERVICES TASK</u>	<u>TOTAL ESTIMATED SERVICES BUDGET</u>	I. Prepare Needs Assessment and Siting Study.....	\$ 32,037	II. Prepare Civil Site Plan and Technical Specifications	\$ 61,798	III. Bid Support Services	\$ 7,805	IV. Project Management and Meetings.....	\$ 12,244	Total Fee - Engineering Services =.....	\$ 113,884	FINANCE INITIALS
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STAFF RECOMMENDATION: Approve	DEPT. INITIALS 												
MANAGER'S RECOMMENDATION: <p align="center"><i>approve</i></p>	CITY MANAGER'S INITIALS <p align="center"><i>DM</i></p>												
MOTION: SECONDED: AYES: NAYES: ABSENT:													
APPROVED () REJECTED () DISAPPROVED () DEFERRED () REFERRED TO:													



Proposal 014921c

Corporate Headquarters
3788 McCray Street
Riverside, CA 92506
951.686.1070

Palm Desert Office
41-990 Cook St., Bldg. I-801B
Palm Desert, CA 92211
951.686.1070

Murrieta Office
41870 Kalmia Street #160
Murrieta, CA 92562
951.686.1070

September 21, 2021

Jackie Loper
Director of Public Services
City of Imperial Public Works Department
420 South Imperial Avenue
Imperial, CA 92251-1637

RE: Maintenance Building Design

Dear Jackie:

Pursuant to your request, we are submitting this letter proposal to prepare plans and specifications for a proposed Maintenance Building located near the intersection of N Street and 15th Street. The site is currently not occupied. There is a IID electrical sub-station to the north of the site, railroad tracks to the west and the City's wastewater treatment plant site to the east. N Street fronting the project is not improved. There are three separate electrical pole lines running generally north/south crossing the site. There is approximately 100 feet between the electrical pole line.

PROJECT APPROACH

The Webb team will first coordinate with the City on a facility needs assessment and siting study for the project. The study will determine the uses for the building, the basic configuration (doors, windows, roll-up doors, interior offices, restrooms, other utility needs) and confirm the best location for the proposed facility.

Webb will map the area to determine any development restrictions and / or easements on the property. Webb will coordinate with IID to confirm any requirements or restrictions on the proposed project based on the existing nearby electrical facilities.

Our approach on the building design is to prepare a performance specification for the building based on similar buildings constructed as part of the recent wastewater treatment plant upgrades. A floor plan and exterior elevations will be provided, but a detailed design will not be done. The design will require ADA compliance. The contractor will be responsible for preparing detailed plans and obtaining approval of those plans through the City of Imperial Building and Safety Department. The construction contract schedule will account for this approval cycle.

Webb will prepare a detailed site civil plan for all the site improvements needed for the project including wet utility connections (water and sewer) and any ADA compliance issues related to parking, walkway, etc. for the site improvements.



www.webbassociates.com

SCOPE OF SERVICES

1. Conduct a Site Visit
2. Perform a needs assessment and siting study.
3. Survey the selected site.
4. Perform a geotechnical investigation at the selected site.
5. Prepare a site civil plan for the project and prepare a floorplan and exterior elevations for the building.
6. Prepare electrical plans for the project.
7. Prepare a draft performance specification for the building based on similar buildings constructed as part of the wastewater treatment plant upgrades.
8. Coordinate with IID for a new electrical service for the project.
9. Prepare draft bidding documents, including bid sheets with various optional items. Incorporate CSI's technical specifications into the bidding documents.
10. Provide an Engineer's estimate of Probable Construction Cost.
11. Coordinate the bidding process, hold a pre-bid meeting, review bids received and prepare a recommendation for award of the contract.

PROJECT TEAM

The Webb primary project team members are as follows:

Project Manager – Shane Bloomfield, PE

Project Engineer – Abigail Kuan, EIT

Project Designer – Tyler Vigneault

Electrical Design – Mark Jeppsen of SKM

Aqua Engineering - Building performance specifications

Mr. Jackie Loper
 Director of Public Services
City of Imperial
 September 21, 2021
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QA/QC Reviews – Aqua Engineering

PROJECT SCHEDULE

Webb will submit the needs assessment and siting study approximately 4 weeks from coordination with the City and our site visit. Webb will submit draft plans and specifications approximately 6 weeks after received concurrence from the City on the needs assessment and siting study. It is expected that the final plans and specifications will be provided approximately 4 weeks after the City provides comments on the draft plans and specifications.

PROJECT FEE/FEE SUMMARY

Webb is committed to providing the highest quality service to the City and to provide quality engineering services for this project. After preparing a detailed scope of work for this project, we have included all the necessary items required to successfully complete it and believe our team experience will generate an efficient processing of the project deliverables. Based upon the project’s scope of work, a summary of our engineering services budget is as follows:

<u>ENGINEERING SERVICES TASK</u>	<u>TOTAL ESTIMATED SERVICES BUDGET</u>
I. Prepare Needs Assessment and Siting Study.....	\$ 32,037
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A detailed man-hour breakdown of the engineering services budget is included.

EXCLUSIONS

- The following items are excluded from our scope of services:
- Geotechnical Investigation
 - Construction related services
 - Any task not specifically listed in the scope of services

Mr. Jackie Loper
Director of Public Services
City of Imperial
September 21, 2021
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We appreciate the opportunity to be of continued service and look forward to hearing from you.
If you have any questions or concerns, do not hesitate to contact me at 951-686-1070.
Sincerely,

ALBERT A. WEBB ASSOCIATES

A handwritten signature in black ink that reads "Shane Bloomfield". The signature is written in a cursive style with a large, stylized initial 'S'.

Shane Bloomfield, P.E.
Project Manager